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ABSTRACT

For the past two years, the Morgan Library at Colorado State University has made use of self-guided exercises to orient new students to the physical layout of the library and to teach them about basic tools and methods of library research. Students may choose from instructional units on different topics, but all have the same format. Each requires the student to conduct a hypothetical literature search, making use of the card catalog and periodical indexes, then locate the appropriate materials on the shelves. Test questions throughout the unit gauge the student's progress. This report contains three sample units on the topics of moving pictures, rock music, and sexism in education. The questionnaire used by students to evaluate the units is appended. (SL)

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# Using the Morgan Library; a Tour and Exercise.

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Academic libraries which play an active role in instructing undergraduates have several options to consider for optimum utilization of their resources. Generally, these are tours of the facilities, bibliographical lectures or orientations to specific classes or groups, audio-visual devices, and self-guided tours and exercises. Bibliographical lectures are employed less frequently for general library instruction, and are adapted better for upperclassmen with more refined needs. All the options have their place and function depending upon the particular requirements of a given situation. The major drawback of tours, orientations, and even bibliographical lectures is the diminutive communicative return received for the amount of time invested in such undertakings. The staff can only expect a small percentage of the students to fully comprehend what is being conveyed.

A self-guided exercise has several advantages over the tour. The student is required to follow a step-by-step tour of the facilities; he learns that a methodology exists for conducting a literature search; a test of this nature demands an understanding of procedure before the answer can be supplied; and the library staff is able to communicate to a great number of students, without the expenditure of valuable time speaking to various groups and escorting them around the library.

The exercises included here are examples of several developed for freshmen and sophomore students at Colorado State University. The aim of the exercise is to allow the student to conduct a hypothetical literature search, employing several of the necessary basic tools for finding information in the library. At the same time, this exercise enables the student to become acquainted with

some of the primary functions of the library - assigning subject headings, use of the card catalog, periodical indexes, locating material on the shelves and the importance of microform. To emphasize again, another goal is to show the existence of a systematic methodology for the discovery of information, as opposed to a random scanning of the stacks, or consulting a section of books a student thinks may have the information he seeks.

Although the test format is the same, several topics are available for students to choose from. These tests are geared specifically for the arrangement of resources at Morgan Library. However, since the test involves basic literature searching, any academic library can adapt the basic format and substitute their own peculiar requirements.

The self-guided exercise has been operational for two years. All the tests include a student reaction sheet for on-the-spot evaluation. The reaction sheets are deliberately simplified for as great a return as possible. A complicated questionnaire using numerical ratios and percentages would keep many students from bothering to complete the evaluation. According to the reaction sheets and the remarks of the class instructors, the test is quite successful in accomplishing its objectives. It is now incorporated in several reading and skills classes, and it is planned to extend the test to other foundation courses in the undergraduate curriculum.

USING THE MORGAN LIBRARY: A TOUR AND EXERCISE

Subject: Moving Pictures

This exercise has a three-fold objective in mind. First, to conduct you on a self-guided tour of the library; second, to show you the proper procedure for pursuing a literature search; and third, to acquaint you with some of the important and essential tools for general undergraduate library use.

The exercise is divided into two major parts: books and periodicals. Further, these parts are subdivided into 1) using the card catalog and periodical indexes, and 2) finding the item on the shelves. For most undergraduates, access to information in the library is through the appropriate subject. This exercise is arranged with the subject approach in mind, and the subjects used can be substituted and interchanged to cover a wide range of interests.

Before you begin the exercise, it is highly recommended that you take a few minutes of your time and listen to the auto-tutorial machines located just east of the turnstiles as you enter the library. One machine has a five minute lecture on using the card catalog, and the other deals with periodical indexes. This will make your exercise easier.

## I. LOCATING INFORMATION IN BOOKS

### A. The Card Catalog

The major tool for getting at information in books is the card catalog. The catalog is split into several sections: author, title, and subject. Go to the subject catalog and look up the heading "Moving pictures - Censorship." Look at one of the cards under this heading and write the name of the author (1)_____. What is the title? (2)_____. Who is the publisher? (3)_____. Where was the book published? (4)_____. When was it published? (5)_____. What is the call number? (6)_____. Look at the bottom of the card. You will see listed by arabic numeral all the subject headings under which your book will be listed in the subject catalog. Are there any additional subject headings besides "Moving pictures - Censorship" for your book? (7)___. If so, what are they? (8)_____. This means that there are other subject headings you might consult in the subject catalog for additional books related to your topic. You will also notice that the heading "Moving pictures" has many other sub-headings besides "Censorship." If you were looking for a book on film editing, what would be your heading and sub-heading? (9)_____.

George Linden has written a book on the movies. If you did not know the title and were unsure of the subject heading, to what part of the card catalog would you go to get the rest of the information about this book? (10)_____. What is the title of his book? (11)_____. What is the call number? (12)_____. The title of a book on movie serials is Saturday Afternoon at the Bijou. You do not know the author and are unsure of the subject heading. To what part of the catalog would you go to find the

author? (13)_____. Who is the author? (14)_____.
What is the call number? (15)_____.

B. Searching for Books

Most books in the library are shelved under the Library of Congress classification scheme. The call numbers begin with letters and are further delineated with numbers (for example, DA48). There are some books still left in the Dewey Decimal system, but these are slowly being reclassified into the Library of Congress system. The call numbers in Dewey are arranged principally by number, with no letters preceding them (for example, 379.48).

You should have three separate call numbers on your exercise. Take one of these numbers and see if it can be located on the shelves. To find its specific location use a library locator, which are available at the Reference Desk and the Loan Desk. There is also a large call number locator on the wall just south of the Loan Desk. The first letter on the top line of your call number is the key to its location. The library locator will indicate on which floor and wing you will find your book.

Go to the area where your book is shelved. At the front of each range of shelves are square, white slip inserts giving the call number sequence for the books housed there. What is the call number sequence for the range in which your book is shelved? (16)_____.

If this were an actual search and not an exercise, you would normally see if the book is on the shelf, examine it, and, if it contains the information you are seeking, you would proceed to the Loan Desk and charge it out. If the book you seek is not on the shelf, several things may explain its absence: 1) someone else may have checked it out, 2) it may have been misshelved (check the shelf), 3) someone may be using it within the building, or 4) it may be lost. The Loan Desk has a computer print-out of books and journals on charge, on reserve, at the bindery, lost, etc. The print-out is arranged by call number. When you cannot find your book on the shelf, this is the place to go. If your item is not listed in the print-out, ask someone at the Loan Desk for help. This is what they are paid for. For the purposes of this exercise, however, please do not remove the book unless you actually plan to use it.

II. LOCATING INFORMATION IN PERIODICALS

A. Periodical Indexes

The best way to find articles in journals on any subject is through a periodical index. A popular periodical index is the Readers' Guide to Periodical Literature (AI3/R48/REF), because it indexes articles on a wide range of subjects taken from well-known magazines. The Readers' Guide is divided into many volumes. Each volume covers articles from journals published within

a certain time period. A full list of those periodicals indexed by Readers' Guide, and their abbreviations, will be found in the beginning of each volume.

Go to volume 31 of the Readers' Guide. What are the dates encompassed by the volume? (17)_____. If you wished to find a review for the movie "Clockwork Orange," what is your heading and sub-heading? (18)_____. This movie was reviewed by the New Republic. What is the volume number of the journal? (19)_____. What is the date of the journal's issue? (20)_____. On what page or pages will the review be found? (21)_____.

The Readers' Guide is only one of many other periodical indexes. Remember that the Guide primarily indexes periodicals that are of a general, not scholarly interest. As you progress in your college career, you should depend less on the Readers' Guide, and more on specialized indexes.

A periodical index that is somewhat more specialized (it excludes the sciences and technology) and indexes more scholarly journals than the Readers' Guide, is the Social Sciences and Humanities Index (FOLIO AI3/Ih9/REF). This index uses the same format as the Readers' Guide, and should always be consulted when doing a literature search on a subject in the social sciences and/or humanities.

Go to volume 21 of the Social Sciences and Humanities Index. Look up the subject heading "Moving pictures in anthropology." J.Adair and S.Worth wrote an article entitled (22)_____, in a journal called (23)_____ (full name), volume (24)_____, pages (25)____. The journal issue date is (26)_____. The Social Sciences and Humanities Index has recently split into two separate indexes. They are called the (27)_____, and the (28)_____.

There are also many specialized indexes that concentrate on one particular subject field. Anyone doing a literature search on moving pictures should consult the Art Index where such a topic would receive broad coverage. This index covers journals primarily concerned with fine arts, photography, architecture, film, dance, etc. The call number for the Art Index is Z5937/A78/REF.

Go to volume 21 of the Art Index. You are interested in the Cannes Film Festival. What is your subject heading? (29)_____. Are there any articles on this topic? (30)_____. If so, give the complete citation (author, title, journal, volume, date, pages)(31)_____.

## B. Searching for Periodicals

You are now ready to begin the search. To find the call numbers and library holdings for your periodicals, use the Serials Record, a card catalog that contains a complete listing of all the library's periodicals. The Serials Record is located in the south foyer, just west of the Reference Desk. The cards give the holdings for all the bound volumes. Current, unbound issues are not recorded.

HERE ARE SOME IMPORTANT TIPS WHEN HUNTING FOR PERIODICALS. MUCH CONFUSION CAN BE AVOIDED IF YOU READ THESE CAREFULLY.

I. Each periodical is assigned a call number. Always be sure to write down the call number of your particular title.

II. All bound volumes of periodicals are shelved in the stacks, by call number, with the books.

III. Many unbound, current periodicals are shelved on the current display shelves by title, not by call number. Remember that the slanted display shelves can be lifted to reveal other, current issues.

IV. There are also many current unbound magazines that are shelved in the stacks, with the bound volumes (they are in pamphlet boxes), because there is not enough room to display all the library's periodicals. Since they are in the stacks, these periodicals are shelved by call number.

V. Many back runs of periodicals are received as microform. If a periodical is on microform, it will be indicated as such in the Serials Record. Most micromaterials are housed in the Microtext Room just west of the Loan Desk.

VI. Call numbers marked with FOLIO mean that the periodical is oversize and is shelved in a separate location, with other oversize material.

You should have three articles from three different periodicals, taken from different indexes. What is the call number of the periodical taken from the Readers' Guide? (32)_____. What is the call number of the periodical taken from the Social Sciences and Humanities Index? (33)_____. What is the call number of the periodical taken from the Art Index? (34)_____.

The three different periodical articles you have searched are found in older, or back issues of each respective magazine. The library does one of two things with back issues of periodicals. They are 1) bound when the volume for a particular year is complete, and shelved in the stacks by call number, or 2) they are placed on microform, whenever the microform becomes available for each completed volume, and placed in the Microtext Room.

(35) The periodical from the Readers' Guide is located (circle one letter):
A. In the stacks, in a bound volume.
B. In the Microtext Room.

(36) The periodical from the Social Sciences and Humanities Index is located:
A. In the stacks, in a bound volume.
B. In the Microtext Room.

(37) The periodical from the Art Index is located:
A. In the stacks, in a bound volume.
B. In the Microtext Room.

Go to the Microtext Room where your periodical on microform is located. Is the microform in this room arranged by title or call number? (38)_____. There are three kinds of microform: microfilm (35mm negative reels), microfiche (translucent negative cards), and microcard (opaque positive cards). Which form is yours? (39)_____. If this were an actual search, you would place the microform on one of the appropriate viewing machines (called "readers") and proceed to read your article. If you have never used microform, an attendant from the Loan Desk, or in the Microtext Room will be happy to show you how to use the equipment.

Except for those periodicals that have ceased publication, all periodicals are received currently, on a regular basis. Current, unbound issues of magazines are either placed on the current display shelves, or are shelved in the stacks, with books and bound periodical volumes.

(40) Current periodicals housed on the display shelves are arranged by:
A. Title.
B. Call number.

(41) Current periodicals shelved in the stacks are arranged by:
A. Title.
B. Call number.

All the periodicals you checked from the three different indexes are also received currently.

(42) The latest issues of the periodical from the Readers' Guide are located:
A.On the display shelves.
B.In the stacks.

(43) The latest issues of the periodical from the Social Sciences and Humanities Index are located:
A.On the display shelves.
B.In the stacks.

(44) The latest issues of the periodical from the Art Index are located:
A.On the display shelves.
B.In the stacks.

USING THE MORGAN LIBRARY: A TOUR AND EXERCISE

Subject: Rock Music

This exercise has a three-fold objective in mind: first, to conduct you on a self-guided tour of the library; second, to show you the proper procedure for pursuing a literature search; and third, to acquaint you with some of the important and essential tools for general undergraduate library use.

The exercise is divided into two major parts: books and periodicals. Further, these parts are subdivided into 1) using the card catalog and periodical indexes, and 2) finding the item on the shelves. For most undergraduates, access to information in the library is through the appropriate subject. This exercise is arranged with the subject approach in mind, and the subjects used can be substituted and interchanged to cover a wide range of interests.

Before you begin the exercise, it is highly recommended that you take a few minutes of your time and listen to the auto-tutorial machines located just east of the turnstiles as you enter the library. One machine has a five minute lecture on using the card catalog, and the other deals with periodical indexes. This will make your exercise easier.

I. LOCATING INFORMATION IN BOOKS

A. The Card Catalog

The major tool for getting at information in books is the card catalog. The catalog is split into three sections: author, title, and subject. Go to the subject catalog and look up the heading "Rock music-History and criticism." Look at the cards listed under this heading and write the name of the author of one. (1) _____. What is the title? (2) _____ _____. Who is the publisher ? (3) _____. Where was it published? (4) _____ When was it published? (5) _____. What is the call number? (6) _____. Look at the bottom of the card. You will see listed by Arabic numeral all the subject headings under which your book will be listed in the subject catalog. Are there any additional headings besides "Rock music-History and Criticism"? (7) ____ If so, what are they? (8) _____. This means that there are other subject headings you might consult in the subject catalog for additional books relating to your topic. You will also notice that the heading "Rock music" has other sub-headings besides "History and criticism." If you were looking for a book on the history of rock music in the United States, what would be your heading and sub-heading? (9) _____.

Graham Wood has written a book on rock music. If you did not know the title and were unsure of the subject heading, to what part of the card catalog would you go to get the rest of the information about this book? (10) _____. What is the title of his book? (11) _____. What is the call number? (12) _____.

The title of a book on the recording industry in the United States is The

Music Machine. You do not know the author and are unsure of the subject heading. To what part of the card catalog would you go to find the author? (13) _____. Who is the author? (14) _____. What is the call number? (15) _____.

B. Searching for Books

Most books in the library are shelved under the Library of Congress classification scheme. The call numbers begin with letters and are further delineated with numbers (for example, DA448). There are some books still left in the Dewey Decimal system, but these are slowly being reclassified into the Library of Congress system. The call numbers in Dewey are arranged principally by number, with no letters preceding them (for example, 379.48).

You should have three separate call numbers on your exercise. Take one of these numbers and see if it can be located on the shelves. To find its specific location use a library locator, which are available at the Reference Desk and the Loan Desk. There is also a large call number locator on the wall just south of the Loan Desk. The first letter on the top line of your call number is the key to its location. The library locator will indicate on which floor and wing you will find your book.

Go to the area where your book is shelved. At the end of each range of shelves are rectangular, white slip inserts giving the call number sequence for the books housed there. What is the call number sequence for the range in which your book is shelved? (16) _____.

If this were an actual search and not an exercise, you would normally see if the book is on the shelf, examine it, and , if it contains the information you seek, proceed to the Loan Desk and charge it out. If the book you seek is not on the shelf, several things may explain its absence: 1) someone else may have checked it out, 2) it may have been misshelved( check the shelves), 3) someone may be using it within the building, 4) it may be lost. The Loan Desk has a computer print-out of books and periodicals currently checked out, on reserve, at the bindery, lost, etc. The print-out is arranged by call number. When you cannot find the book you want on the shelf, this is the place to go. If the item you want is not listed on the print-out, ask someone at the Loan Desk for help. For the purposes of this exercise, however, please do not remove the book from the shelf unless you actually plan to use it.

II. LOCATING INFORMATION IN PERIODICALS

A. Periodical Indexes

The best way to find articles in periodicals on any subject is through a periodical index. A popular periodical index is the Readers' Guide to Periodical Literature (AI3/R48/REF), because it indexes articles on a wide range of subjects taken from well-known magazines. The Readers' Guide is divided into many volumes. Each volume covers articles from periodicals published within a certain time period. A full list of those periodicals indexed by Readers' Guide and their abbreviations will be found in the beginning of each volume.

Go to volume 31 of the Readers' Guide. What are the dates encompassed by the volume? (17) _____. Look up the subject heading "Rock music." Who wrote the article "Rock and rebellion, from modern jazz to hard rock, a sociological review"? (18) _____. What is the name of the periodical in which you can find this article? (19) _____. What is the volume number of the periodical? (20) _____ On what page will this article be found? (21) _____. What is the date of this issue of the periodical? (22) _____.

The Readers' Guide is only one of many periodical indexes. Remember, the Readers' Guide primarily indexes periodicals that are of a general, not scholarly, interest. As you progress in your college career, you should depend less on the Readers' Guide and more on specialized indexes.

A periodical index that is somewhat more specialized (it excludes the sciences and technology) and indexes more scholarly periodicals than the Readers' Guide is the Social Sciences and Humanities Index (FOLIO AI3/I49/REF). This index uses the same format as the Readers' Guide and should always be consulted when doing a literature search on a subject in the social sciences and/or humanities.

Go to volume 23 of the Social Sciences and Humanities Index. Look up the subject heading "Rock and roll music. G. Cannon wrote an article entitled (23) _____. This article appeared in a periodical entitled (use full name) (24) _____, volume number (25) _____, pages (26) _____, issue number (27) ___, in the year (28) _____. The Social Sciences and Humanities Index recently split into two separate indexes called (29) _____ and (30) _____.

There are also many specialized indexes that concentrate on one particular subject field. Anyone doing a literature search on rock music should consult the Music Index (ML118/M84/REF), where such a topic would receive broad coverage. This index covers periodicals concerned with music, music education, etc.

Go to the 1970 volume of the Music Index. Look up the subject heading "Rock and Roll". Are you referred to another subject heading? (31) _____. If so, what is it? (32) _____. Looking under this subject heading and the subheading "criticism" you will see listed the article "Rock music 'square' says MSU Professor," which appears in the periodical (use full title) (33) _____, volume number (34) _____, page (35) ____; the date of the issue of the periodical in which this article appears is (36) _____.

## B. Searching for periodicals

You are now ready to begin the search. To find the call numbers and library holdings for your periodicals, use the Serials Record, a card catalog that contains a complete listing of all the library's periodicals. The Serials Record is located in the South foyer, just west of the Reference Desk. The cards give the holdings for all the bound volumes. Current, unbound issues are not recorded.

HERE ARE SOME IMPORTANT TIPS WHEN HUNTING FOR PERIODICALS. MUCH CONFUSION CAN BE AVOIDED IF YOU READ THESE CAREFULLY.

I. Each periodical is assigned a call number. Always be sure to write down the call number of your particular title.

II. All bound volumes of periodicals are shelved in the stacks, by call number, with the books.

III. Many unbound, current periodicals are shelved on the current display shelves by title, not by call number. Remember that the slanted display shelves can be lifted to reveal other, current issues.

IV. There are also many current unbound magazines that are shelved in the stacks, with the bound volumes (they are in pamphlet boxes), because there is not enough room to display all the library's periodicals. Since they are in the stacks, these periodicals are shelved by call number.

V. Many back runs of periodicals are received as microform. If a periodical is in microform, it will be indicated as such in the Serials Record. Most micromaterials are housed in the Microtext Room just west of the Loan Desk.

VI. Call numbers marked with FOLIO mean that the periodical is oversize and is shelved in a separate location, with other oversize material.

You should have three articles from three different periodicals taken from different indexes. What is the call number of the periodical taken from the Readers' Guide? (37) _____. What is the call number of the periodical taken from the Social Sciences and Humanities Index? (38) _____. What is the call number of the periodical taken from the Music Index? (39) _____

The three different periodical articles you have searched are found in older, back issues of each respective magazine. The library does one of two things with back issues of periodicals. They are 1) bound when the volume for a particular year is complete, and shelved in the stacks by call number, or 2) they are placed on microform, whenever the microform becomes available for each completed volume, and placed in the Microtext Room.

(40) The periodical from the Readers' Guide is located (circle one letter)
A. In the stacks, in a bound volume
B. In the Microtext Room

(41) The periodical from the Social Sciences and Humanities Index is located
A. In the stacks, in a bound volume
B. In the Microtext Room

(42) The periodical from the Music Index is located
A. In the stacks, in a bound volume
B. In the Microtext Room

Go to the Microtext Room where your periodical(s) on microform is located. Is the microform in this room arranged by title or call number (43) _____. There are three kinds of microform: microfilm (35mm negative reels), microfiche (translucent negative cards), and microcard (opaque positive cards). Which form is yours? (44) _____. If this were a real search rather than an exercise, you would then place the microform on one of the appropriate viewing machines (called readers) and proceed to read your article. If you have never used microform, an attendant from the Loan Desk or one in the Microtext Room will be happy to show you how to use the equipment.

Except for those periodicals that have ceased publication, most periodicals listed in the Serials Record are received currently, on a regular basis. Current, unbound issues of magazines are either placed on the current display shelves or are shelved in the stacks, in pamphlet boxes, under their call number, along with books and bound periodicals.

(45) Current periodicals housed on the display shelves are arranged by
A. Title
B. Call number

(46) The latest issues of the periodical you found in the Readers' Guide are located
A. On the display shelves
B. In the stacks

(47) The latest issues of the periodical you found in the Social Sciences and Humanities Index are located
A. On the display shelves
B. In the stacks

(48) The latest issues of the periodical you found in the Music Index are located
A. On the display shelves
B. In the stacks

USING THE MORGAN LIBRARY: A TOUR AND EXERCISE

Subject: Sex Discrimination in Education

This exercise has a three-fold objective in mind: first, to conduct you on a self-guided tour of the library; second, to show you the proper procedure for pursuing a literature search; and third, to acquaint you with some of the important and essential tools for general undergraduate library use.

The exercise is divided into two major parts: books and periodicals. Further, these parts are subdivided into 1)using the card catalog and periodical indexes, and 2) finding the item on the shelves. For most undergraduates, access to information in the library is through the appropriate subject. This exercise is arranged with the subject approach in mind, and the subjects used can be substituted and interchanged to cover a wide range of interests.

Before you begin the exercise, it is highly recommended that you take a few minutes of your time and listen to the auto-tutorial machines located just east of the turnstiles as you enter the library. One machine has a five minute lecture on using the card catalog, and the other deals with periodical indexes. This will make your exercise easier.

## I. LOCATING INFORMATION IN BOOKS

### A. The Card Catalog

The major tool for getting at information in books is the card catalog. The catalog is split into several sections: author, title, and subject. Go to the subject catalog and look up the heading "Discrimination in education--U.S." Look at the cards listed under this subject heading. What is the title of the one that seems most pertinent to a study of discrimination against women in education? (1) _____. Who is the author? (2) _____. Who is the publisher? (3) _____. Where was the book published? (4) _____. When was it published? (5) _____. What is the call number? (6) _____. According to the card, where in the library is this book located? (7) _____. Look at the bottom of the card. You will see listed by arabic numeral all the subject headings under which your book will be listed in the subject catalog. Are there any additional subject headings besides "Discrimination in education--U.S." for your book? (8) _____. If so, what are they? (9) _____. This means that there are other subject headings you might consult in the subject catalog for additional books related to your topic.

Nancy Frazier has written a book on sex discrimination in education. If you did not know the title and were unsure of the subject heading, to what part of the card catalog would you go to get the rest of the information about this book? (10) _____. What is the title of her book? (11) _____. What is the call number? (12) _____.

The title of a book relating to sexual equality of education in college is

Standards for Women in Higher Education: Affirmative Policy in Achieving Sex Equality in the Academic Community. You do not know the author and are unsure of the subject heading. To what part of the card catalog would you go to find the author? (13) _____. Who is the author? (14) _____ _____. What is the call number? (15) _____.

B. Searching for Books

Most books in the library are shelved under the Library of Congress classification scheme. The call numbers begin with letters and are further delineated with numbers (for example, DA448). There are some books still left in the Dewey Decimal system, but these are slowly being reclassified into the Library of Congress system. The call numbers in Dewey are arranged principally by number, with no letters preceding them (for example, 379.48).

You should have three separate call numbers on your exercise. Disregard the first one, whose location was given on the special tag on the catalog card, and choose one of the other call numbers and see if it can be located on the shelves. To find its specific location, use a library locator, which are available at the Reference Desk and the Loan Desk. There is also a large call number locator on the wall just south of the Loan Desk. The first letter on the top line of your call number is the key to its location. The library locator will indicate on which floor and wing you will find your book.

Go to the area where your book is shelved. At the end of each range of shelves are rectangular, white paper inserts giving the call number sequence for the books housed there. What is the call number sequence for the range in which your book is shelved? (16) _____.

If this were an actual search and not an exercise, you would then see if the book is on the shelf, examine it, and, if it contains the information you are seeking, proceed to the Loan Desk and charge it out. If the book you seek is not on the shelf, several things may explain its absence: 1) someone else may have checked it out; 2)it may have been misshelved (check the shelves and also nearby shelves); 3) someone may be using it within the building; 4) it may be lost. The Loan Desk has a computer print-out of books and periodicals currently checked out, on reserve, at the bindery, lost, etc. The print-out is arranged by call number. When you cannot find your book on the shelf, this is the place to go. If the item you want is not listed on the print-out, ask someone at the Loan Desk for help. For the purposes of this exercise, however, please do not remove the book from the shelf unless you actually plan to use it.

II. LOCATING INFORMATION IN PERIODICALS

A. Periodical Indexes

The best way to find articles in periodicals on any subject is through a periodical index. A popular periodical index is the Readers' Guide to Periodical Literature (AI3/R48/REF), because it indexes articles on a wide range of subjects taken from well-known magazines. The Readers' Guide is divided into

many volumes. Each volume covers articles from periodicals published within a certain time period. A full list of those periodicals indexed by Readers' Guide and their abbreviations will be found in the beginning of each volume.

Go to volume 33 of the Readers' Guide and look up the subject heading "Sex Discrimination." What other subject headings does it tell you to "see also"? (17) _____. Of these, look up the subject heading that seems most appropriate to a study on sex discrimination in education. The article "Pennsylvania education department: eliminate sexism" appears in what periodical? (18) _____, volume number (19) ____, page (20)___, date of the issue in which this article is found (21) _____.

The Readers' Guide is only one of many other periodical indexes. Remember, the Readers' Guide primarily indexes periodicals that are of a general, not scholarly, interest. As you progress in your college career, you should depend less on the Readers' Guide and more on specialized indexes.

A periodical index that is somewhat more specialized (it excludes the sciences and technology) and indexes more scholarly periodicals than the Readers' Guide, is the Social Sciences and Humanities Index (FOLIO AI3/I49/REF). This index uses the same format as the Readers' Guide and should always be consulted when doing a literature search on a subject in the social sciences and/or humanities.

Go to volume 27 of the Social Sciences and Humanities Index. Look up the subject heading "Discrimination." What is the title of the article by E. Slater? (22) _____. This article appears in a periodical titled (23) _____, volume (24) ____, pages (25) _____, date (26) _____. The Social Sciences and Humanities Index has recently split into two separate indexes called (27) _____ and (28) _____.

There are also many specialized indexes that concentrate on one particular subject field. Anyone doing a literature search on sex discrimination in education should consult the Education Index (Z5813/E23) where such a topic would receive broad coverage. This index covers periodicals primarily concerned with education, health and physical education, special education, audio-visual education, and similiar areas.

Go to volume 24 of the Education Index. Look up the subject heading "Discrimination in education." The article "Sexism in the schools: an issue for the 70's" is listed as appearing in two periodicals. Which is the condensed version? (29) _____(name of the periodical). This article appears in what volume of this periodical? (30) _____, pages (31) _____, date of the issue (32) _____.

## B. Searching for Periodicals

You are now ready to begin the search. To find the call numbers and library holdings for your periodicals, use the Serials Record, a card catalog that contains a complete listing of all the library's periodicals. The Serials Record is located in the south foyer, just west of the Reference Desk. The cards give

the holdings for all the bound volumes. Current, unbound issues are not recorded.

HERE ARE SOME IMPORTANT TIPS WHEN HUNTING FOR PERIODICALS. MUCH CONFUSION CAN BE AVOIDED IF YOU READ THESE CAREFULLY.

I. Each periodical is assigned a call number. Always be sure to write down the call number of your particular title.

II. All bound volumes of periodicals are shelved in the stacks, by call number, with the books.

III. Many unbound, current periodicals are shelved on the current display shelves by title, not by call number. Remember that the slanted display shelves can be lifted to reveal other, current issues.

IV. Many back runs of periodicals are received as microform. If a periodical is on microform, it will be indicated as such in the Serials Record. Most micromaterials are housed in the Microtext Room just west of the Loan Desk.

V. Call numbers marked with FOLIO mean that the periodical (or book) is oversize and is shelved in a separate location, with other oversize materials.

You should have three articles from three different periodicals, taken from different indexes. What is the call number of the periodical taken from the Readers' Guide? (33) _____.. What is the call number (of the periodical) taken from the Social Sciences and Humanities Index? (34) _____. What is the call number of the periodical taken from the Education Index? (35) _____.

The three different periodical articles you have searched are found in older, or back issues of each respective magazine. The library does one of two things with back issues of periodicals. They are 1) bound when the volume for a particular year is complete, and shelved in the stacks by call number, or 2) they are placed on microform, whenever the microform becomes available for each completed volume, and placed in the Microtext Room.

(36) The periodical from the Readers' Guide is located (circle one letter)
A. In the stacks, in a bound volume
B. In the Microtext Room

(37) The periodical from the Social Sciences and Humanities Index is located:
A. In the stacks, in a bound volume
B. In the Microtext Room

(38) The periodical from the Education Index is located:
A. In the stacks, in a bound volume
B. In the Microtext Room

Go to the Microtext Room where your periodical(s) on microform is located. Is the microform in this room arranged by title or call number? (39) _____. There are three kinds of microform: microfilm (35mm negative reels), microfiche (translucent negative cards), and microcard (opaque positive cards). Which form is yours? (40) _____. If this were an actual search, you would then place the microform on one of the appropriate viewing machines (called "readers") and proceed to read your article. If you have never used microform, an attendant from the Loan Desk or one in the Microtext Room will be happy to show you how to use the equipment.

Except for those periodicals that have ceased publication, most periodicals listed in the Serials Record are received currently, on a regular basis. Current, unbound issues of magazines are either placed on the current display shelves or are shelved in the stacks, in pamphlet boxes, under their call number, with books and bound periodical volumes.

(41) Current periodicals housed on the display shelves are arranged by:
A. Title
B. Call number

(42) Current periodical display shelves are located (select one):
A. At the beginning of the north wing of the 1st floor
B. At the beginning of the north wing of the 2nd floor
C. At the beginning of the north wing of the basement
D. All of the above

All the periodicals you checked from the three different indexes are also received currently.

(43) The latest issues of the periodical from the Readers' Guide are located:
A. On the display shelves
B. In the stacks

(44) The latest issues of the periodical from the Social Sciences and Humanities Index are located:
A. On the display shelves
B. In the stacks

(45) The latest issues of the periodical from the Education Index are located:
A. On the display shelves
B. In the stacks

STUDENT REACTION SHEET

This is the first time an exercise of this type has been used in the Library. Your answers to the following questions will help us determine the test's effectiveness.

1. Do you think this test will help you in using the Library?

____A. Yes

____B. No

____C. Not sure

2. Did you find the test

____A. Too long

____B. Too short

____C. About right

2a. How long did it take you to do the test _____.

3. Were you confused by any part or parts of the test?

____A. Yes

____B..No

4. If the answer to number 3 is yes, please explain where you were confused: _____

_____

5. Do you think this type of self-guided exercise is more helpful than a guided tour of the Library, or a lecture on using the Library?

____A. Yes

____B. No

____C. About the same

____D. Not sure

6. Is there anything in the test you would like to see added, deleted, or changed? _____

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